

AR-80-71; Rev. 78

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APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE

Arrendam		DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION
_	Publication No. 76—RM—1 for instructions on completing the sand History, Records Management Division, 330 Capitol Section.	_ '
FOR AGENCY USE	1. Agency Address Department of Human Resources:	FOR RECORDS MANAGEMENT USE
oplication Date	Division of Mental Poolth Worth 2 Details	Application Number
February 15, 1977	Division of Mental Health/Mental Retardati Regional Hospitals	^{pn} 77-78 - 7 7-81
polication Number	47 Trinity Avenue	Date Received Date Completed
DHR-129	Atlanta, Georgia	EB 2 1 1977 MAR 1 1 1977
. Person to Contact	Working Title	Telephone Number
John A. Bass (W. Cli	ifton) Admn. Aide	GIST 324-4405
	Schedule; record will continue to accumulate. cumulation; no further accumulation anticipated. No Check One: Change; Superced S. Records Series Title (followed by title used in office; if dif	
iarliest Latest		
1968 Present	Medicare Patient Billing Files (See Att	ached Listing)
i. Division and Office Function	What is the function of the Division and the Office in	which this record series is created?
health, mental retarda and training and resea the administration of state-wide. Georgia's Regional Hos ized care for old peop retarded and emotional work in the various pr	Health and Mental Retardation administers ation, and other developmental disabilities; arch. This Division is also concerned with the State mental hospitals; and rehabilitat spitals (State-financed Institutions and Med ple and their diseases; alcohol and drug abuily disturbed people; conduct training and erograms of mental health; and carry out reses and possible cures of mental illness.	alcohol and drug abuse; community mental health, and ion and retardation centers dical Centers) provide local- ase clients; mentally ill, education for persons who
	(Agency-Wide Applications)	
7. Record Series Description	This file contains the following documents (include form nu Attach samples of the file.	imbers and titles, if any):
Documents relating to:	en e	
included	,	
Included are:	•	
. 1		en e
	·	
Etta ta asses de la		
File is arranged:		
B. Monthly Reference Rate	How often are records referred to which are:	·
•	; Seven to twelve months old; Thirteen to	o twenty-four months old;
. Annual Rate of Accumulation	on of Records	A., /
Letter-size drawers	; Legal-size drawers; Shelves;	Other (specify)

Over)

YES NO 10. Questionnaire (Place an "X" in the proper column) X	these
If not, where is it? b. Does the series contain confidential information requiring security handling? If yes, cite law or regulate Confidential Client Medical Record c. Is this a vital record? d. Does this series have historical or long term research value? e. When one or two documents in the file make it necessary to keep the entire file for a long period, could documents be scheduled separately? X f. Is the information contained in this series ever published? If yes, attach copy. g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? X i. Is this series for a major portion of it! regularly microfilmed? X i. Does the record series result in a computer printout? 11. Retention Requirements The following requires the series to be kept: a. State Law	these
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a. State Lawyears. d. Audit period	
h Charles of Hustralian	years.
b. Statute of limitation yyears. e. Administrative need5_	years.
c. Federal lawyears. f. Federal retention instructions5	years.
Attach copy or excert of laws or regulations. Explain administrative need.	
Social Security Hospital Manual HIM-10	
☐ Transfer to State Records Center; holdyear(s); then ☐ Destroy. ☐ Transfer to State Archives for permanent retention.	
☐ Other (Specify)	
· · · · · · · · · · · · · · · · · · ·	
These instructions apply to all prior and future accumulations of the series	· .
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	Date
	Date (15-7)
gency Head/Designee (Signature) Charlo St. Buden Fet 21,77 Will (Management Officer (Signature)) State Records Committee (Signature)	Date 2 - 1 5 - 7
Churko S. Buden Fet 21,77 Will (Mc) Mad Hill (Signature) State Records Committee (Signature)	112-15-7
gency Head/Designee (Signature) Churko St. Bruden Fet 21,77 State Records Committee (Signature) ecommendations in paragraph 12 are approved. If disapproved, attach letter	112-15-7
gency Head/Designee (Signature) Charlo H. Braden Fet 21,77 Will (Management Officer (Signature)) State Records Committee (Signature) ecommendations in paragraph 12 are approved. State Auditor/Designee	112-15-7

77-78

MEDICARE INDIVIDUAL PATIENT FILES -Documents relating to claims filed by the hospital for reimbursement for services rendered to Medicare patients by a certified unit. Included are Medicare Admission Notices (Forms CSH-609), provider copies of bills (Forms SSA-1453 for Part A and SSA-1554 for Part B) for each stay in a certified unit by a Medicare eligible patient; a Statement of Services Rendered (Forms CSH 638) furnished by the Medicare Ward; a certificate of the required physician's certification and recertification; (Form CSH-19); a request to the Bureau of Health Insurance for Health Insurance number verification (Form SSA-1600); and correspondence from the Bureau of Health Insurance relating to adiustments and reasons for nonpayment of some of the bills. The file is arranged alphabetically by patient name.

Upon death, discharge or if there is no Medicare Billing Activity for the past year place folders in inactive file; cut off inactive file at the end of the calendar year; hold in current files area 3 years; then transfer to local holding area; hold for 2 years; then destroy.

MEDICARE PATIENT DATA CARDS FILES Documents relating to each Medicare
patient's stay(s) in a certified
unit at Central State Hospital.
Included are cards (Form CSH-628)
which summarize the benefits
available and benefits used by
each patient.
Files are arranged alphabetically

Files are arranged alphabetically by patient name.

Upon death, discharge or if there is no Medicare Billing Activity for the past year place cards in inactive file, cut off inactive file at the end of the calendar year; hold in current files area 3 years; then transfer to local holding area; hold for 2 years; then destroy.

77-80 MEDICARE BILLING FORMS TRANSMITTAL
FILES - Documents relating to each
shipment of Medicare bills. Included is a form (SSA-1609) for each
shipment for each provider for each
type of claim, listing the provider
name, provider number, the number of
bills in each transmittal and the
total charges.

Files are arranged numerically by Transmittal number.

Cut-off file at the end of each fiscal year; hold in current files area 5 years; then destroy.

Maintenance Instructions - Institutions should utilize their Local Holding Areas for storage of yearly accumulations anytime after cut-off.

77-81

MEDICARE PAYMENT LISTINGS -Documents relating to the reimbursement of Medicare claims filed. Included are computer printouts from the HEW Bureau of Health Insurance listing the bills paid arranged by transmittal number corresponding to the transmittal number in which the claim was submitted with a sub-total for each transmittal and total at the end of the pay-list. A separate check is received for each type of benefit paid under the transmittal and the check is tranmitted to the Accounting Office. The file is arranged serially by transmittal number.

Cut-off file at the end of each fiscal year; hold in current files area 5 years; then destroy.

Maintenance Instructions - Institutions should utilize their Local Holding Areas for storage of yearly accumulations anytime after cut-off.

Department of Human Resources
Division of Mental Health & Mental Retardation
Regional Hospitals
47 Trinity Avenue
Atlanta, Georgia

#6 (continued)

The Medicare Billing Section involves preparation of Medicare bills for services rendered to Medicare eligible patients by certified units of CSH from information furnished by these units. Transmittal of the bills to the Bureau of Health Insurance for payment, receiving payments, reconciling payments with the paylistings from the Bureau of Health Insurance, submitting adjustment requests when necessary, and furnishing such supporting information and documents as required when requested to do so by the Bureau of Health Insurance. Transmitting checks received to the Accounting Office along with the paylist.